

21 April 1975

MEMORANDUM FOR: Chief, Micrographics Program Branch

STAT The attached memorandum speaks for itself. Congratulations! As a follow-on, we should certainly arrange for the two briefings suggested by Mr. Blake. Do you have any thoughts on the timing of these briefings or the logical sequence? Since Blake has also invited us to call up on him for assistance in any endeavors or programs, do we have any outstanding problems which would require his attention or should we keep this invitation in the bank for future use? (Incidentally, [redacted] reports that we have more than enough money in the budget for the audio visual presentation so that we could proceed with our negotiations to complete that job soonest) I assume you have a copy of the report to Blake so that I will hold this copy in our files. If you do not have a copy, please notify Debbie and she will send this back to you.

STAT [redacted]
Chief, Information Systems Analysis Staff

DD/A 75-1819

17 APR 1975

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

SUBJECT : Survey of Agency Micrographic Applications
and Equipment - 1974

STAT

1. I read with considerable interest your report of 7 April 1975 concerning micrographic activities in the Agency during calendar year 1974. It strikes me that headway is being made in this very important area, and it is being accomplished in an efficient, low-key manner under the "coordination" charter. This certainly reflects well on the work of the Information Systems Analysis Staff, and the strenuous efforts of [redacted] and other members of the micrographics team.

2. Please be assured that you have my strong, personal support in these endeavors and I encourage you to call upon me, if I may be of assistance in any of these programs. It might possibly be mutually beneficial to schedule a micrographics briefing for Mr. John N. McMahon and me at some point in the not too distant future, after the smoke clears from the Presidential and Congressional inquiries. In terms of spreading the word at the appropriate level within this Directorate, some thought can also be given to a half hour briefing of the DD/A Office Directors and their Deputies at one of the regularly scheduled monthly meetings, the last Friday of the month. In any case, please keep up the good work.

John F. Blake
Deputy Director
for
Administration

Att:

Distribution:
Orig. & 1 - Adse

☒ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

1974 Survey of Agency Micrographic Equipment and Applications

STAT STAT	ROOM: [redacted]	EXTENSION [redacted]	NO.
	Chief, Micrographics Program Branch		DATE 31 March 1975

	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1.	Chief, ISAS	4/4/75		ellp	1. Some of the factors stimulating micrographic activities in the Agency: increased paperwork, cost and widespread shortage of paper, increasing cost and shortage of office space, continuing improvement in micrographic equipment and processing especially in the reliability and maintainability of systems, the availability of more inexpensive systems, increased understanding of microfilm technology by all end users, and the advent of micropublishing.
2.					
3.	Assistant for Information	4/8/75		69/18	
4.					
5.	Assistant for Resources	4/8		g	
6.					
STAT 7.	[redacted]	4/9/75		J	Interesting report [redacted]
8.	Mr. McMahon	12 APR 1975		J	
STAT 9.	Mr. Blake	12 APR 1975		JK	
10.					
11.	C/ISAS				
12.					
13.					
14.					
15.					

7 APR 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Survey of Agency Micrographic Applications and
Equipment - 19741. This memorandum is for your information.2. Background

This report is both a summary and analysis of Agency micrographics activities as of 31 December 1974. The Micrographics Program Branch (MPB) maintains the data base (which was computerized in 1974) by extracting information from requisitions, property turn-in documents, and microfilming proposals for evaluation which are routed through MPB for this purpose. Other management type information is collected informally by MPB from the various microform producing components in the Agency.

3. Analysisa. General

Highlights of CIA micrographics activities for 1974 are listed below, and the accompanying graphs provide some basis for making an historical comparison of certain of these activities.

	<u>1974</u>
Additional components using micrographic applications	22 (Tab A)
New applications	25 (Tab A)
Equipment acquired (in units):	354
Readers	321)
Reader-printers	17)(Tab B)
Production (cameras, duplicators, etc.)	16

- 2 -

1974

Value of:

Purchases	\$ 108,965 (Tab C)
Disposals	41,939
Maintenance and rentals	125,000
Total value of Agency micrographic equipment	\$3,412,562
Microform production (includes COM)	1,709,319 feet (Tab D)
Paper avoided	30.6 million pages (Tab E) ✓
Staff years for production of microforms	93 —
Production salary costs	\$1,062,018
Production space allocation	16,000 sq. ft.*

b. Significant Developments(1) Computer Output Microfilm (COM)

As you will see from the accompanying table (Tab D), over 6.5 million original COM images were produced within the Agency in 1974. Duplicates of these originals increase the total number of microimages or pages to 30.6 million. This represents an increase of 53% over the same production in 1973, a substantial improvement in the utilization of Agency COM equipment, but its real potential is still far from being realized. While the total number computer pages decreased by only 3% over 1973, had the 6.5 million images produced by COM been printed on paper, paper consumption would have increased by 12% more than the 41 million pages printed in 1973. ✓

It is also significant to note that in November 1974 the Comptroller General of the United States issued a report to Congress that increased use of COM by Federal

* 1973 data. Not surveyed in 1974.

- 3 -

Agencies could result in savings. In its conclusions, the GAO stated that "COM can improve the economy and efficiency of many Government [computerized] information systems..." and "more action is needed to make Agencies aware of COM..." To this end MPB emphasizes COM in its seminars on micrographics and also works closely with OJCS and PSD to identify voluminous computer printouts that appear to be logical candidates for conversion to microfilm by the application of COM technology.

(2) Micropublishing

The DDI implemented a microrepublishing program in April 1974 which provides for the conversion to microfiche by PSD of all finished intelligence publications produced by the DDI and DDS&T. While it would not be practical to disseminate CIA's finished intelligence publications solely in microfiche, it would nevertheless be highly desirable to have a microfiche copy inserted within the document at the time of the initial distribution. This would provide the recipient with an ideal file copy of the report after the paper copy has served its purpose. Presently only seven copies of these finished intel reports are being disseminated in microfiche which suggests perhaps the project is underpublicized. One solution would be to print a notice on the inside cover of the document that a microfiche copy is available upon request.

NPIC has requisitioned equipment which will permit them to microrepublish their intelligence reports also. This is the beginning of NPIC's implementation of some of the recommendations contained in the Booz-Allen report which studied the feasibility of converting large blocks of NPIC's records to microfilm.

(3) Advanced systems

Considerable interest developed during the year in the Microform Data Systems' Ultrastrip, a high reduction photographic technique which permits placing up to 2,000 computer sized pages on a film strip roughly one inch wide by five inches long. The DDO let a contract with Mark Systems, Inc. to determine whether the document images contained in the Walnut system could be converted to Ultra-strip, and the results were quite satisfactory. A second

- 4 -

contract was then let with Mark Systems to prove whether the Ultrastrips could be converted back into aperture cards since the output of the Walnut system is in this microform. While the DDO views Ultrastrip as a possible replacement for the Walnut system, the DDI is also investigating Ultrastrip as a possible medium in Project SAFE for storing vast static data bases in the analyst working area in combination with on-line terminals.

STAT The Updating Microfiche System (UMS) developed by the Microx Corporation under contract to the Office of Technical Services for possible application in the field [redacted] is also being monitored by MPB. UMS has been developed with the small office environment in mind to permit the user to record and process his own microfiche thereby permitting absolute control of his files. MPB feels that such a system could have broad application across the Agency for use in registries, analyst file areas, publication staffs, etc.

(4) Training

MPB conducted four two-day Seminars on Introduction to Micrographics which were attended by 182 Agency personnel. The purpose of the Seminar is to acquaint attendees with the real and potential merits of micrographics. A number of successful microform applications have occurred as a direct result of this training. Also there appeared to be a diminished attendance by Agency personnel at external training courses covering the same material.

(5) Standards

Moving disparate Agency components toward compatibility of equipment and formats remains a continuing problem. MPB chairs an informal Micrographics Utilization Group (MUG) which attempts to arrive at a consensus among the various Agency components involved in microform production on the adoption of various standards and guidelines. Thus far, four Micrographic Bulletins enunciating such Agency policy have been distributed.

- 5 -


Lack of standards within the Intelligence Community especially pertaining to the marking and handling of classified microfiche has also been noted. MPB asked the CIA representative to the Information Handling Committee, USIB, to look into the matter.

4. Summary

The role of the DD/A relative to Agency-wide micrographics activities lies far beyond the legitimate but narrow concern for coordination of procurement of equipment and investment in facilities. On behalf of the DD/A, MPB strives to assure that Agency as well as parochial interests are considered by managers making microfilm related decisions. MPB monitors the Agency Micrographics Program by:

- Auditing Agency microfilm applications
- Coordinating development of Agency micrographic policy and guidelines
- Stimulating the use of advanced equipment, systems, and techniques (where cost effectiveness warrants)
- Performing (or participating in) feasibility studies of potential microfilm applications
- Conducting Agency-wide training programs using talents of its own staff members
- Participating in Government-wide professional meetings to gain a broader perspective of micrographics activities in the Federal Government

STAT


Chief
Information Systems Analysis Staff

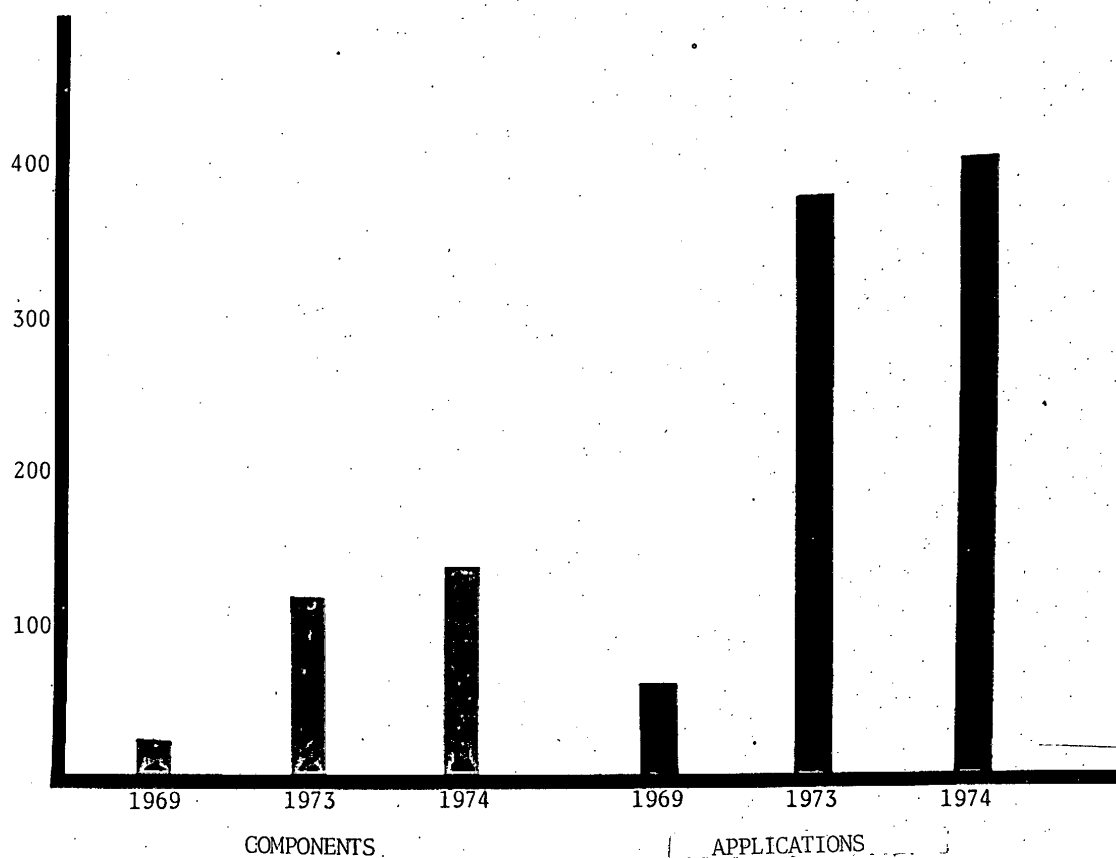
Atts.

Tab
A

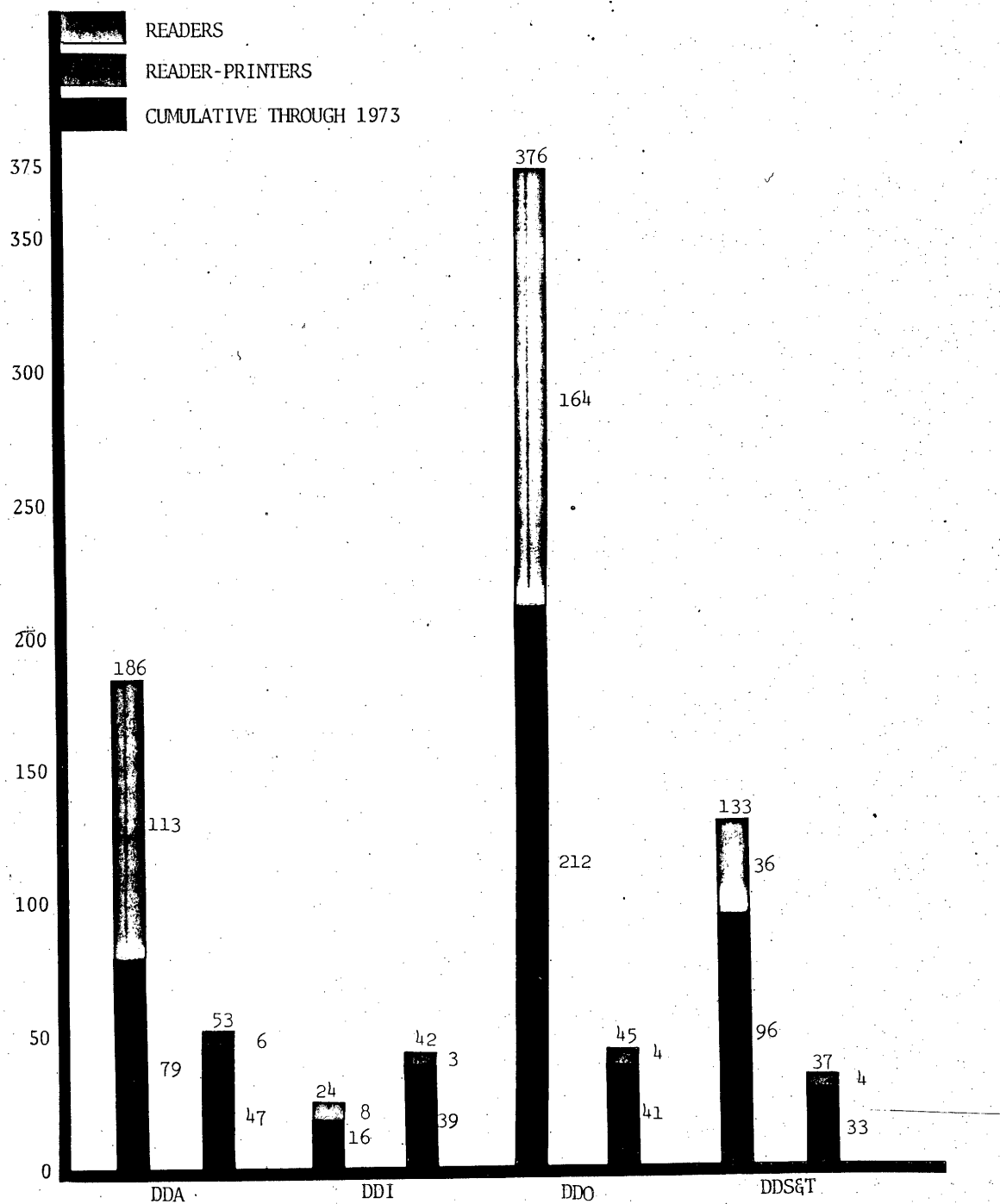
AGENCY MICROGRAPHIC ACTIVITY

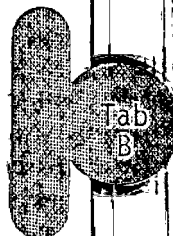
	<u>Components</u>			<u>Applications</u>		
	<u>1969</u>	<u>1973*</u>	<u>1974</u>	<u>1969</u>	<u>1973*</u>	<u>1974</u>
* DDA	7	43	6	17	59	6
* DDI	4	13	3	19	44	4
* DDS&T	7	23	9	6	36	10
* DDO	6	35	4	16	241	5
	24	114	22	58	380	25

* Cumulative



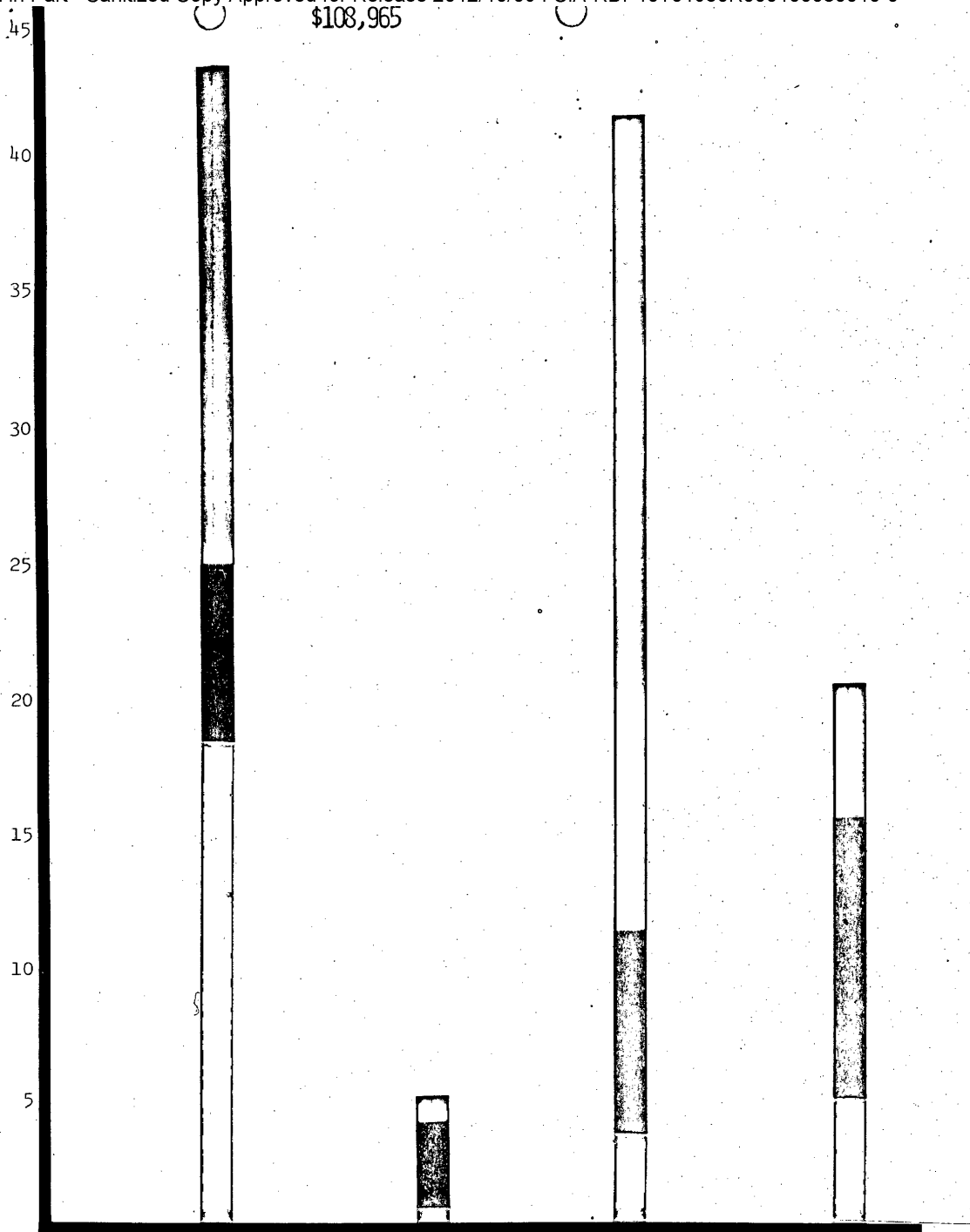
READER & READER-PRINTER GROWTH - 1974



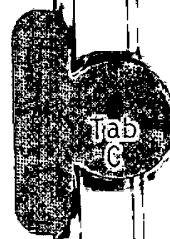


THOUSANDS

\$108,965



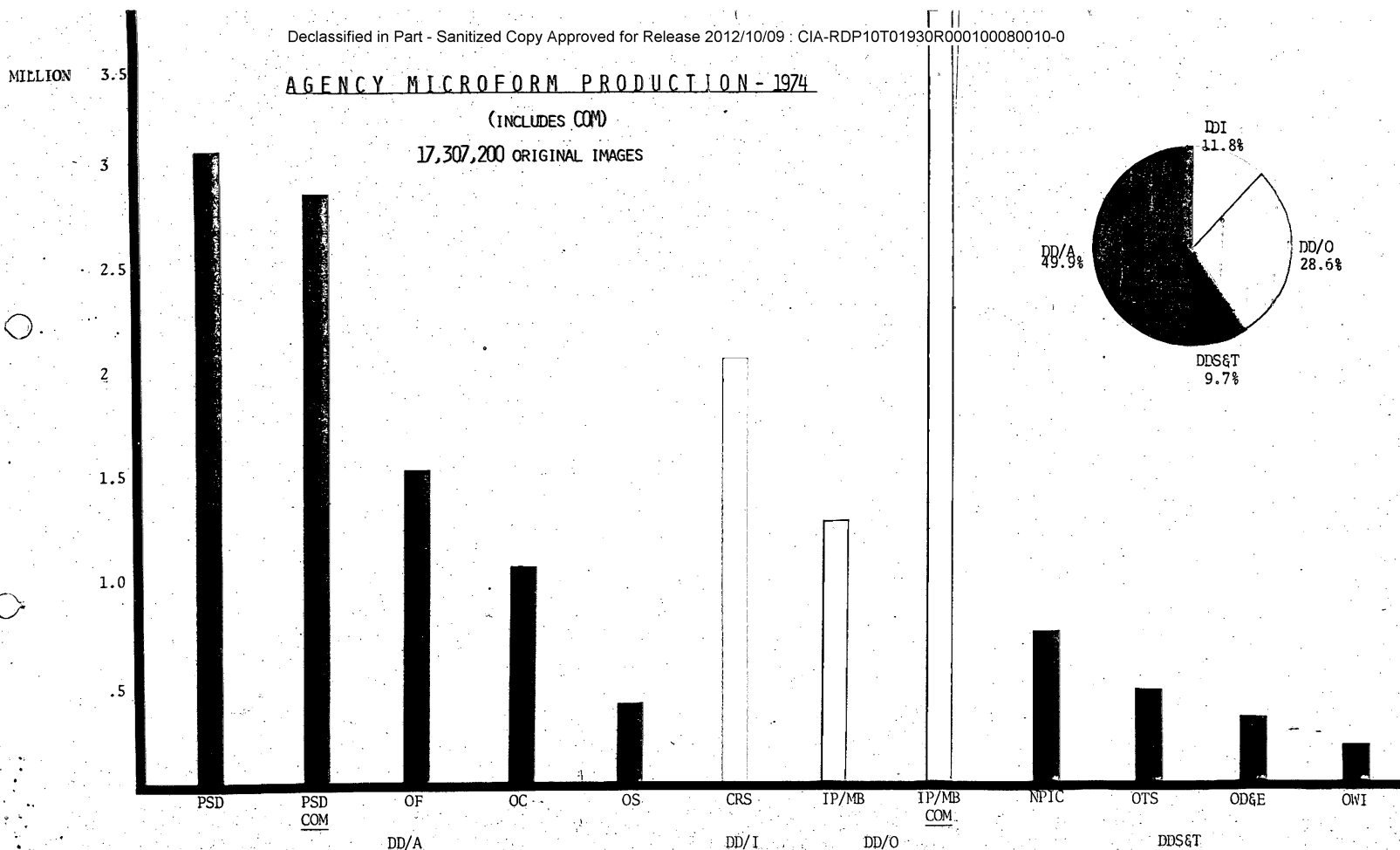
Readers
Reader-Printers
Production Equipment



AGENCY MICROFORM PRODUCTION - 1974

(INCLUDES COM)

17,307,200 ORIGINAL IMAGES





AGENCY MICROFORM PRODUCTION
(ORIGINAL & DUPLICATES)

ROLL FILM

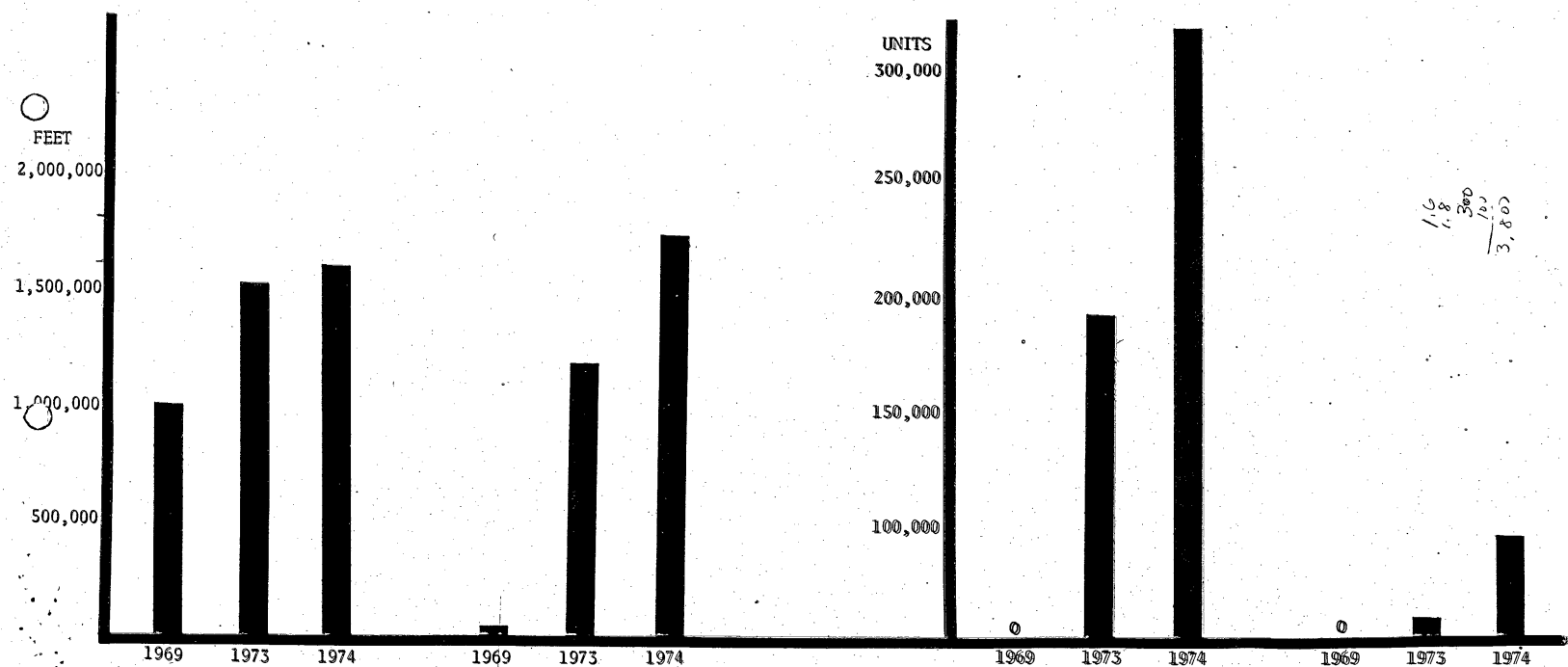
MICROFICHE

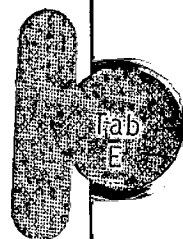
SOURCE DOCUMENTS
16/35mm
feet

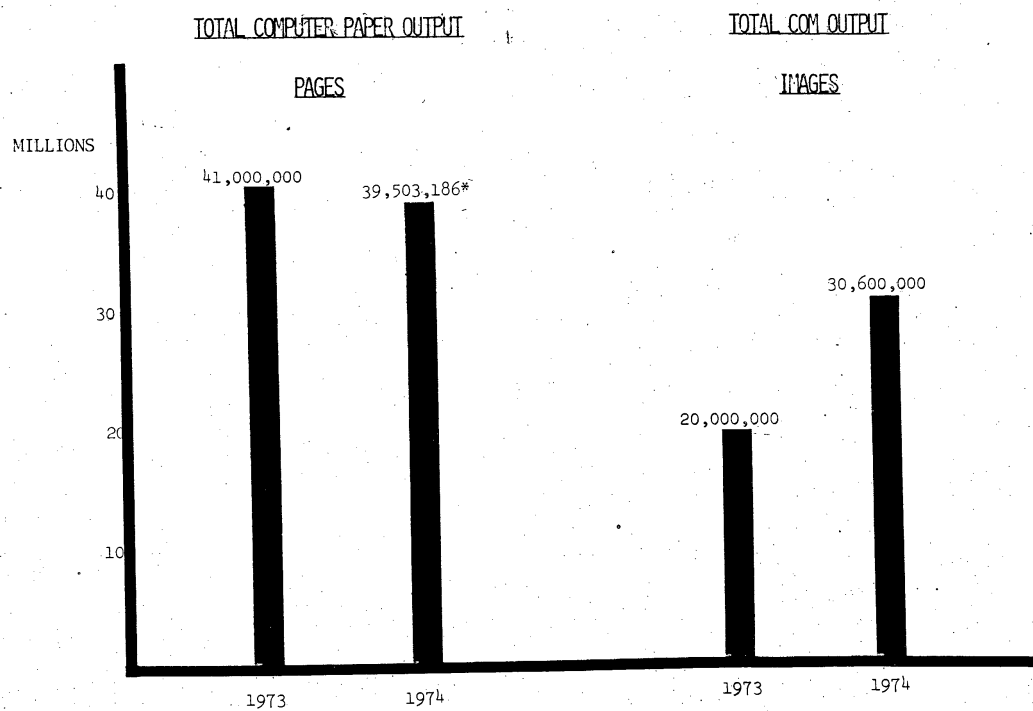
C.O.M.
16/35mm
feet

SOURCE DOCUMENTS
Microfiche
units

C.O.M.
Microfiche
units







* includes . 3 forms printers
 . 1 xerox 1200